

14 October 2003



# ***ARMY JOB APPLICATION KIT***

*Working To Support Our Customers*

## **INTRODUCTION**

This guide contains information to aid you in successfully completing your Resume when applying for Department of Army employment opportunities. Although we accept Resumes sent by e-mail or traditional surface mail, we strongly encourage you to use our on-line, interactive Resume Builder. By using the Army Resume Builder, you will save time and the cost of mailing and be less likely to miss consideration because your Resume was not received in time, was incomplete or was not in the proper format. In addition, by using the Resume Builder, you will receive immediate confirmation that your Resume was received and processed. The Army Resume Builder can be found on the Internet at ([https://cpol.army.mil/rb/rb\\_entry.cgi](https://cpol.army.mil/rb/rb_entry.cgi)) or from a hyper-link in the vacancy announcement.

The Army uses an automated system called Resumix to fill vacancies. The system uses state-of-the-art optical character recognition (OCR) software and a patented skills extraction system to read your Resume, extract skills and match them to job requirements.

## **PREPARING YOUR RESUME**

You should start by thinking about your career goals. Focus on defining and identifying the key and meaningful skills you currently possess, particularly those that are related to the positions that you are interested in applying for. Describe your experience in sufficient detail with concrete words rather than vague descriptions. Do not use acronyms unless you spell them out first. Although the system can extract and store many skills, it is not unlimited. You will want to use judgement when including skills that may be outdated or no longer used in the workplace. An example might be that you would avoid including that you once operated a manual typewriter.

The Resume you prepare is not intended to be a complete "working life history" but should provide enough information to determine eligibility and qualifications. You may update your Resume at anytime, however, it is important to remember that only the latest Resume will be active. If your description of duties combines Federal civilian positions at different grade levels, make sure you include the month, day and year (MM/DD/YY) you were promoted to each grade. The same should be followed in deciding which specific education and training information to place on your Resume to support your qualifications. Some positions require a college degree where you will be required to submit a transcript if specified in the vacancy announcement or if you are selected for a job.

## **USING THE ARMY RESUME BUILDER**

Using the Army Resume Builder to apply for vacancies is a two-step process. The first step is to create your Resume and supplemental data. The second step is to submit your Resume and Supplemental Data to the Army Centralized Resumix database.

The Army Resume Builder is designed to help ensure that your Resume can be read electronically. In addition, the Resume Builder allows you to save and store your Resume for up to six months, allowing you to retrieve and update your Resume as needed. In order to receive actual consideration for vacancies, however, you must submit your Resume and Supplemental Data to the Army Centralized Resumix database. This is done by going to the e-mail Resume page, selecting Central Database and clicking on Submit. Your Resume will automatically flow into the Army Centralized Resumix database. You may now apply for vacancies by taking advantage of our quick self-nomination process. Army vacancy announcements are posted at (<http://www.cpol.army.mil>). Simply click on Employment, then Army's Vacancy Announcements to find vacancy announcements of interest to you and for which you are within the area of consideration.

## **REVIEW OF RESUMES**

A review of your Resume for eligibility and qualifications will be done prior to the referral list being issued to the selecting official. You are reminded that all information included in your Resume is subject to review and verification. Authorized legal and regulatory penalties may be imposed on those submitting false information. Falsification of your Resume could result in termination of Federal employment, and may be punishable by fine or imprisonment.

The automated system extracts information from your Resume to compare with job requirements. In order to ensure accurate extraction (identification of job-related skills), we recommend you develop your Resume according to the following guidelines.

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RESUME CONTENT	SAMPLE RESUME
<p>consider relevant to your career goals. Indicate dates and length of training.</p> <p><b>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION:</b> Professional licenses and certificates including date(s) certified and the State where it was awarded. List any awards and any other information (e.g. language proficiencies, professional associations, etc) pertinent to your career goals. For each additional page of your Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner.</p>	<p>1 week; Management Development Seminar, July 93 2 weeks; Job Analysis Techniques, Jun 94, 1 Week; Interviewing Techniques, Apr 95, 1 Week</p> <p>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.</p> <p>FRANCINE T REX, 198673021</p>

NOTE: Your Resume may not exceed 3 pages, excluding the following general supplemental data information.

### WHEN TO SUBMIT A NEW RESUME

You must submit a new Resume after you have accepted a position **OR** a change occurs in any of the following: name, address or telephone number. You should also submit a new Resume if you have new work experience that has given you new skills and knowledge not reflected in the Resume that you have on file.

### SUPPLEMENTAL DATA

Supplemental data is required to assist human resource professionals in determining whether you are within the area of consideration and meet all eligibility requirements. The standard Supplemental Data below must be provided when submitting a Resume. Failure to submit supplemental data may result in you not receiving consideration.

You may submit Supplemental Data by:

- Entering data on a separate 8.5" x 11" sheet of white bond paper and mailing it along with your Resume
- E-mailing data along with your Resume

The following questions represent the supplemental data to be supplied. Please note that an asterisk (\*) denotes information that you must provide.

\*Begin **Supplemental Data** (The words "Begin Supplemental Data" must appear at top of page)

\*Name

\*Social Security Number:

\*1. Citizenship:

- U.S Citizen
- Local National
- Non U.S. employed in U.S. territory
- Non U.S. Citizen

\*2. Are you a current permanent Federal civil service employee? (Yes/No)

If No, skip to question 3.

If Yes: Are you a permanent civil service employee of the Department of the Army? (Yes/No)

3. Highest Federal civilian grade held on a permanent appointment:

Pay Plan and Grade

Number of months you held this grade:  
Dates highest grade held: (format: MM/DD/YYYY):  
From: To:

4. If you are currently a Federal civilian employee, please give the date of your last appraisal (format: MM/DD/YYYY):

Was this appraisal fully satisfactory or better? (Yes/No)

5. Period of Active Duty Military Service (format: MM/DD/YYYY)

From: To:  
From: To:

6. Retired Military? (Yes/No) If Yes, enter Rank at retirement

Rank  
Date of Retirement:

\*7. Claiming veteran preference? (Yes/No) (If you need more information to determine your entitlement to veteran's preference, you may review the veteran's preference guide on the Internet at (<http://www.opm.gov/employ/veterans/html/vetguide.asp>)

You may also use the Veterans Preference Wizard at (<http://www.dol.gov/elaws/vets/vetpref/choice.htm>)

Preference Type:

- None
- 5-Point
- 10-Point Disability
- 10-Point/Compensable
- 10-Point/Other
- 10-Point/Compensable/30 Percent

\*8. Indicate your employment category(ies). List all that apply. The guidelines under Employment Categories will assist you in determining your employment eligibility.

- In-service Army eligible
- 30 percent Disabled Veteran
- VRA eligible
- VEOA eligible
- EO 12721 eligible
- Transfer eligible
- Reinstatement eligible
- ICTAP eligible
- Person with Disabilities eligible
- DCIPS/CIPMS Interchange eligible
- NAF Interchange eligible
- Other Interchange Agreement - specify:
- Outstanding Scholar eligible
- Non Status eligible
- DCIPS employee applying for DCIPS
- Student Employment
- Summer Employment
- Military spouse preference eligible
- Family member preference eligible
- Family member no preference eligible
- Family member youth part-time
- Reemployment Annuitant

\*9. Date of Birth: (format: MM/DD/YYYY)

10. Gender (optional): (Male/Female)

11. Race and National Origin (optional):

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Not of Hispanic origin
- Hispanic
- White, not of Hispanic origin
- Asian Indian
- Chinese
- Filipino
- Guamanian
- Hawaiian
- Japanese
- Korean
- Samoan
- Vietnamese
- All Other Asian or Pacific Islanders
- Not Hispanic in Puerto Rico

\*12. Work schedule(s) you are willing to accept:

- Full-Time
- Intermittent
- Part-Time
- Shift Work

\*13. Indicate all the types of employment you are willing to accept:

- Permanent
- Temporary, 7-12 months
- Temporary, 1-6 months
- Term, 1-4 years
- Competitive detail
- Temp promotion up to 5 years

#### **COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS**

14. Complete both entries:

A. Sponsor:

- Active Duty Military
- DOD Civilian USA Hire
- DOD Civilian Local Hire
- Contractor Employed U.S. Citizen
- Self - I am the sponsor
- No affiliation with U.S. Forces Overseas

B. Specify Relationship to Sponsor (e.g., self, spouse, child)

15. Sponsor's Date Estimated Return from Overseas (DEROS) (format: MM/DD/YYYY):

16. Do you hold dual nationality with any country outside the USA? (Yes/No)

If yes, which country?

17. Do you currently hold a work permit for any countries outside the USA? (Yes/No)

If yes, please list those countries for which you hold a work permit:

18. Date of arrival in Host country, if applicable? (format: MM/DD/YYYY)

19. Are you presently living in host country without affiliation with U.S. forces or civilian component? (Yes/No)

20. Are you currently on Leave Without Pay? (Yes/No)

If yes, please enter expiration date –

21. Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_ (For Korea Local Applicants Only)

#### **EMPLOYMENT CATEGORIES**

Use the guidelines below to assist you in determining your employment eligibility for item #8 of the general Supplemental Data. You may be eligible for more than one category. Select all categories where you meet the description.

##### **CATEGORY – DESCRIPTION:**

- **In-service, Army Eligible:** A permanent Department of Army civilian.
- **30 Percent Disabled Veteran:** Prior military service members with a disability rating of 30 percent or more. No time limit.
- **Veteran Recruitment Authority (VRA) Eligible:** Includes Disabled Veterans; or Veterans who have been awarded a campaign badge, Armed Forces Expeditionary Medal (AEFM) or Armed Forces Service Medal (AFSM); or Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There is no length of service requirement.
- **Veterans Employment Opportunities Act (VEOA) of 1998 (P.L.105-339):** To be eligible for this type of appointment, you must be a preference eligible or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. ("Active service: defined in title 37, United States Code active duty in the uniformed services and includes full-time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.")

- **Executive Order 12721 Eligible:** Worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. Must have accumulated 52 weeks creditable service, received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty and must meet time requirements.
- **Transfer Eligible:** Current permanent, competitive service, non-Department of Army Federal civilian employee
- **Reinstatement Eligible:** Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility. A former competitive service tenure group 1 Federal employee; a former competitive service career-conditional tenure group 2 Federal employee who has less than a 3-year break in service; a current DCIPS civilian employee serving on a permanent appointment and applying for permanent non-DCIPS position who does not meet the eligibility requirements under the DCIPS interchange agreement but who is a former competitive service tenure 1 or 2 Federal employee; or a former competitive service career-conditional tenure group 2 Federal employee who is entitled to veterans preference.
- **Interagency Career Transition Assistance Plan (ICTAP) Eligible:** Current or former employees displaced from non-DOD agencies.
- **Severely Disabled:** Applicant has a severe physical or mental impairment certified by a state vocational rehab service that limits one or more major life activities.
- **DCIPS/CIPMS Interchange Agreement Eligible:** Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.
- **NAF Interchange Agreement Eligible:** Currently serving on a NAFI or AAFES position without time limitation or has been involuntarily separated from such appointment without personal cause within preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.
- **Other Interchange Agreement:** A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management, such as TVA.
- **Outstanding Scholar:** US citizen college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in upper 10% of class or major university subdivision.
- **In-service DCIPS Eligible:** A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions.
- **Non Status:** All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.
- **Military Spouse Preference (Overseas):** The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. Effective 1 June 2001, DoD has approved MSP CHOICE, a two-year test for the European Theater. Under this directive, military spouses will not lose MSP when accepting a temporary or term position or a permanent position with a flex or intermittent on-call work schedule. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member without preference.
- **Family Member with Preference (Overseas):** The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOTE: FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). FMP does not apply to FMs of locally hired civilian employees or government contractors. FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview.

- **Family Member No Preference (FMNP) (Overseas):** Family members of locally hired DoD or NAF civilian employees, or A family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.
- **Reemployed Annuitant:** A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).
- **Student Employment:** A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high, technical, vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a US citizen or permanent resident of the United States or otherwise authorized to be employed.
- **Summer Employment:** US citizen interested in summer employment only, other than temporary employment described in non-status above.
- **Family Member Youth Part Time (FMYPT) (Overseas):** The FMYPT Program is for high school students taking a full curriculum or college students taking at least 24 semester hours (or the equivalent) per school year. Family member spouses under 18 years of age who are attending high school and 14- to 23-year-old unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse are eligible for employment in the FMYPT program if they reside in the same household with, and are family members of, a Member of the U.S. Forces on active duty; civilian employee of a U.S.

## DESCRIPTION OF VETERANS PREFERENCE:

Use the chart below to determine your veterans' preference entitlements to complete item number 7 of the Supplemental Data Sheet. You may also go on-line and use the Veterans Preference Wizard at <http://www.dol.gov/elaws/vets/vetpref/choice.htm>. For additional information, you may also go to OPM's Vetguide at: (<http://www.opm.gov/veterans/index.htm>)

- **5-Point Preference:** Veterans are eligible for 5-points veteran's preference if any of the follow apply: Served: During a war; **or** during the period April 28, 1952 through July 1, 1955; **or** for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or** during the Gulf War from August 2, 1990, through January 2, 1992; **or** in a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference. Veteran must have retired at a rank lower than Major or Lieutenant Commander. A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.
- **10-Point Disability:** Veteran is eligible for 10-point veterans' preference if the veteran served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs but does not qualify as a CP or CPS **or** has received a Purple Heart.
- **10-Point Compensable (CP):** Veteran is eligible for 10-point veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of at least 10 percent but less than 30 percent.
- **10-Point 30% or More Compensable (CPS):** Veteran is eligible for 10-point compensable veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of 30 percent or more.
- **10-Point Other – Derived Preference:** Spouses, widows, widowers, or mothers of veterans are eligible for veterans' preference if one of the following categories is met.
  - A spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability. Such a disqualification may be presumed when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable; or has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; **or** has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis.
  - A widow or widower of a veteran who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served during a war or during the period April 28, 1952, through July 1, 1955, or



in a campaign or expedition for which a campaign medal has been authorized; **or** died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.

➤ A mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; **and** she is or was married to the father of the veteran; **and** she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); **or** she is widowed, divorced, or separated from the veteran's father and has not remarried; **or** she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

➤ A mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time **and** is permanently and totally disabled from a service-connected injury or illness; and the mother is or was married to the father of the veteran; **and** lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); **or** is widowed, divorced, or separated from the veteran's father and has not remarried; **or** remarried but is widowed, divorced, or legally separated from her husband when she claims preference.

**Note:** Preference is not given to widows or mothers of deceased veterans who qualify for preference under 5 U.S.C. 2108 (1) (B), (C) or (2). Thus, the widow or mother of a deceased disabled veteran who served after 1955, but did not serve in a war, campaign, or expedition, would not be entitled to preference.  
5 U.S.C. 2108 and 3309; 38 U.S.C. 5303A

## HOW TO APPLY

There are several ways to apply. They include:

- Using the Army Resume Builder (Preferred Method)
- By electronic mail (e-mail)
- By traditional surface mail

## WHAT DO I NEED TO SUBMIT

You will need to submit the following documents:

- Resume (Only Resumes will be accepted)
- Supplemental Data
- Self-Nomination

NOTE: If you already have a Resume and Supplemental Data on file with our Army Centralized Resumix database, you do not need to send them again, but may apply by taking advantage of our quick self-nomination process.

Unless specifically stated in the announcement, do not submit documentation supporting your status/eligibility when you apply. All job offers are contingent upon the candidate providing required documentation immediately after notification of selection.

## WHERE DO I SEND MY DOCUMENTS

- Using E-mail:
  - E-mail Resume and Supplemental Data to - [resume@cpsrxtp.belvoir.army.mil](mailto:resume@cpsrxtp.belvoir.army.mil)
  - E-mail Self-nomination to - [selfnom@cpsrxtp.belvoir.army.mil](mailto:selfnom@cpsrxtp.belvoir.army.mil)
- Using traditional surface mail:
  - Mail Resume, Supplemental Data and Self-nomination to:  
Northeast Civilian Personnel Operations Center  
Central Resume Processing Center  
314 Johnson Street  
Aberdeen Proving Ground, MD 21005-5283

## SUBMITTING RESUME BY SURFACE MAIL

If you choose not to use the Army's Resume Builder, you may prepare a Resume and Supplemental Data on a typewriter or word processor and mail it. Your Resume will then be scanned electronically into our automated system. It is important that you carefully follow the "Do" and "Do not" rules listed below to ensure that your Resume can be scanned and accepted into the system. Due to the poor quality of Resumes submitted by FAX and the subsequent problems with scanning and extracting skills from faxed Resumes, you may not fax your Resume.

DO	DO NOT
<ul style="list-style-type: none"><li>• Type with black ink on 8.5" X 11" white bond paper, printed on one side only.</li><li>• Use a minimum margin of 1 inch on all sides of your printed Resume.</li><li>• Use a COURIER font, 12 point font.</li><li>• Use all capital letters for section headings.</li><li>• Type your name and social security number in the BOTTOM left corner of each additional page of the Resume.</li><li>• Describe your experience with specific words rather than vague generalizations.</li><li>• Proofread and spell-check your Resume.</li><li>• Limit your Resume to no more than three pages. The supplemental data does not count against this three-page limit.</li></ul>	<ul style="list-style-type: none"><li>• <b>Do not</b> use a dot matrix printer or low quality copies.</li><li>• <b>Do not</b> staple, fold, bind, or punch holes in your Resume.</li><li>• <b>Do not</b> use vertical lines, horizontal lines, graphics and boxes.</li><li>• <b>Do not</b> use onion skin or heavy weight paper.</li><li>• <b>Do not</b> use two-column format or Resumes that look like newspapers.</li><li>• <b>Do not</b> use fancy fonts such as <i>italics</i>, <u>underlining</u>, or shadows.</li><li>• <b>Do not</b> use acronyms or abbreviations, other than to describe type of systems used.</li><li>• <b>Do not</b> submit your Resume on colored paper.</li><li>• <b>Do not</b> submit any documentation not specifically requested.</li><li>• <b>Do not</b> expect your Resume or any documents submitted to be returned.</li><li>• <b>Do Not</b> write on your Resume.</li><li>• <b>Do Not</b> fax your Resume.</li><li>• <b>Do Not</b> submit SF171 or OF612.</li></ul>

## E-MAILING YOUR RESUME AND SUPPLEMENTAL DATA

1. DO NOT send your Resume as an attachment. Include the Resume and Supplemental Data in the body of the e-mail. **Attachments will not be accepted.** If you are typing your Resume in a word processing package, such as Word, highlight the Resume on the screen, then copy and paste into the body of the e-mail.
2. Place the word **RESUME** in subject line (Note: The subject line of your e-mail should only contain the word Resume. It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g. Resume for Mr. Smith, Resumes, Resume Submittal).
3. Include Supplemental Data with your Resume as shown in the sample below. Failure to submit Supplemental Data may result in your not receiving consideration.
4. **E-MAIL to:** [resume@cpsrxtp.belvoir.army.mil](mailto:resume@cpsrxtp.belvoir.army.mil)

### Sample e-mail

JOHN Q JONES  
987 Northeast Blvd  
Aberdeen, MD 21001  
410 272 1234 H  
410 306 8765 W  
272 8765 DSN

(Home Address Only)

(Home Phone Number)

(Work Phone Number, Commercial)

(Work Phone Number, Defense)

Typing: 40 WPM

(If applicable) (Use exact speed, do not use a range)

Steno Dictation Speed: 120 WPM

(If applicable) (Use exact speed, do not use a range)

#### EXPERIENCE

01/21/92 - Present, 40 Hours per Week, Chemical Operations Specialist, WG-8738-05/06, \$15.86 PH, Promoted to WG-06 in Jun 93. US Army, White Sands, NM, MAJ Johnson, 275-6753. Training instructor at Missile Base, Nuclear Biological Chemical School. Set up and schedule classes for training. Training topics include Nuclear Biological Chemical warfare clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

04/02/91 - 01/20/92, 40 Hours per Week, Assistant Marketing Manager, \$28,540 PA, Chesapeake Crab Factory, 67 Dock Street, Northeast MD 21007, Jim E. Dean, (410) 284-8843. Responsible for nationwide marketing campaign for Chesapeake Crabs. Wrote and directed radio and television advertisements. Wrote and edited newspaper and magazine articles on the health benefits of eating more crab. Traveled throughout North America to promote and sell Chesapeake Crab products. Increased nationwide crab consumption by 38%.

#### EDUCATION

AA., World History, Tampa Community College, Tampa FL 38654, May 86, GPA 3.75

#### SPECIALIZED TRAINING

Nuclear Biological Chemical Training, 1991; Decontamination Procedures 1992; 1993

#### LICENSES/CERTIFICATES OTHER INFORMATION

Fluent in the German language, Military Drivers License 1991

#### Begin Supplemental Data

John Q. Jones  
123-45-6789

1. U.S. Citizen
2. Yes, Yes, Northeast CPOC
3. WG-06, 12 months, 06/01/1993 to present
4. 10/30/2002, Yes
5. 03/01/1982 to 03/31/1987
6. No
7. Yes, 5 point
8. In-service Army eligible
9. 12/15/1954
10. Male
11. Hispanic
12. Full-Time
13. Permanent

Complete questions 14-21 if you are interested in overseas positions. View the questions under the section "Supplemental Data."

## HOW TO SELF-NOMINATE

You may self-nominate at any time during the open period of a vacancy announcement.

You may self-nominate in a variety of ways:

1. Self-Nominations through the Vacancy Announcement Board (<http://www.cpol.army.mil> click on Employment, then Army's Vacancy Announcements) will be posted automatically to the centralized Resumix database with on-line confirmation.
2. E-mail your self-nomination information to [selfnom@cpsrxt.p.belvoir.army.mil](mailto:selfnom@cpsrxt.p.belvoir.army.mil). DO NOT send the Self-Nomination Form as an attachment; just include the requested information in the body of the e-mail.
3. Complete the Self-Nomination Form and mail or fax it to the address indicated on the form.

**Note: You will receive an automatic acknowledgement receipt for properly e-mailed self-nominations. No acknowledgements for mailed or faxed self-nominations.**

### RESUMIX SELF-NOMINATION FORM

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Announcement Number: \_\_\_\_\_

Position Title, Pay Plan, Series, and Grade of Vacancy: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Complete the following items that are applicable to the vacancy announcement:

Lowest Grade Acceptable (complete for multiple grade level positions only): \_\_\_\_\_

**E-mail Info to:** [selfnom@cpsrxt.p.belvoir.army.mil](mailto:selfnom@cpsrxt.p.belvoir.army.mil) **OR**

**Mail Form to:** **Northeast Civilian Personnel Operations Center**  
Central Resume Processing Center  
314 Johnson Street  
Aberdeen Proving Ground, MD 21005-5283 **OR**

**Fax Form to:** (410) 306-0229 or (410) 306-0139

#### PRIVACY ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing Federal records and forms soliciting personal information. AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code  
This information will be used to update your Resume for employment purposes. Collection of your Social Security number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number is voluntary, but failure to do so may result in non-referral.

## CHECKING THE STATUS OF YOUR RESUME

You have easy access to real-time information on the status of your application via the Internet by using our system called ANSWER. By following the instructions at the ANSWER web site, you create a user-id and password that will give you access to the status of your Resume and self-nomination(s). You can also view the Resume you currently have on file. If you have questions regarding your status viewed on ANSWER, please use the "Answer Mail" feature to submit questions. ANSWER can be accessed at (<https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>). If you do not have an ANSWER account established and need assistance, e-mail your question(s) to ([applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil))

## CONTACT INFORMATION

Contact Us - Use the following email addresses to contact us for:

Purpose of Contact	Contact Information
<b>Resumes</b> - Use this email address to submit electronic Resumes (If not using the Army Civilian Resume Builder.)	<a href="mailto:resume@cpsrxtp.belvoir.army.mil">resume@cpsrxtp.belvoir.army.mil</a>
<b>Inquiries</b> - Use this email address to ask questions related to application procedures or questions regarding your consideration. <b>Do not send your Resume to this address!</b>	<a href="mailto:applicanthelp@cpsrxtp.belvoir.army.mil">applicanthelp@cpsrxtp.belvoir.army.mil</a>
<b>Self-nominations</b> - Use this email address to submit self-nominations. Refer to the guidelines for submitting <u>self-nominations</u> .	<a href="mailto:selfnom@cpsrxtp.belvoir.army.mil">selfnom@cpsrxtp.belvoir.army.mil</a> or fax to (410) 306-0229

By submitting your Resume you are confirming the following certification: I am certifying that, to the best of my knowledge and belief, all of the information provided is true, correct, complete and made in good faith. I understand that false or fraudulent information may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

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